



# Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

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*Signature*

IM Number: **SPD-IM-04-011**

Date: January 27, 2004

**Subject:** Change in State Minimum Wage

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees             | <input type="checkbox"/> County DD Program Managers     |
| X Area Agencies on Aging                               | <input type="checkbox"/> County Mental Health Directors |
| X Children Adults and Families                         | <input type="checkbox"/> Health Services                |
| X Community Human Services                             | X Seniors and People with Disabilities                  |
| <input type="checkbox"/> Other (please specify): _____ |   |

**Message:** The State minimum wage changed effective January 1, 2004. This is an annual change. This change impacts the redeterminations, recertifications and APR decisions being made in December 2003 for January 2004.

The State minimum wage changed to \$7.05 an hour effective January 1, 2004. This will impact those employed clients who are earning less than \$7.05 an hour.

It is not possible to identify those clients who will be impacted by this change in the minimum wage centrally. Therefore, the computer is not able to automatically change the income for CM or FS.

For the ERDC, FS, TANF, MAA and MAF programs clients are not required to report the annual change in Oregon's minimum wage. However for other program benefits, clients are required to report the change in rate of pay, including the annual change in state minimum wage within 10-days.

The wage verification provided by clients may show the \$6.90 rate and not give the new rate effective January 1, 2004. **To assure the correct income is anticipated for January and February, please use \$7.05 per hour to determine the new income amount for clients earning less than \$7.05 an hour in December for any case not in Monthly Reporting. Apply the new rate with the next redetermination or recertification unless the change is reported by the client or an action is taken earlier that warrants the agency to review the income.**

For ERDC, cases in which the number of child care hours are determined by dividing the

earned income by the minimum wage, begin using \$7.05 at the next APR.

For ERDC, FS, TANF, MAA and MAF, there is no overpayment for failure to report the change in state minimum wage to \$7.05 an hour.

In all other programs, clients may have an overpayment for failure to make a timely report of a required change.

*If you have any questions about this information, contact:*

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